



Memorandum of Understanding

Purpose: As the number of Latino COVID-19 patients increases in the area, the United Way of Will County and the Spanish Community Center are partnering to offer English-to-Spanish translation services to local nonprofit and government agencies during the COVID-19 pandemic. Priority will be given to COVID-19 communications; all other content may be subject to delays.

Funding: This partnership is funded by the United Way of Will County, which will allow the Spanish Community Center’s professional translator team to offer translation services at no cost to the agencies for the duration of the COVID-19 state lockdown.

Content for translation: Translation services may cover flyers, social media and web announcements, press releases, and any other written content that agencies direct to the general public related to COVID-19.

Submitting Content: Agencies may contact Spanish Community Center IFRP Manager Yesenia Tinoco at ytinoco@spanishcenter.org or call 815-727-3683 ext. 5002 to request a translation or if they have any questions or concerns.

- 1) Please submit documents that may be edited on Canva or Microsoft Word. PDF's are hard to edit, so it is ideal to avoid these if possible when asking for translations. Please do not send image files such as JPG, PNG, etc.
 - a. **Canva:** When you finish creating a post on Canva, "share a link to edit" with Yesenia at ytinoco@spanishcenter.org. Once you have heard back from us with the translation, you can then download both the English and Spanish post directly from Canva and post
 - b. **Microsoft Word:** Send your original draft or a word document with text and we can email it back. Once you hear back from us, you can post both the English and Spanish versions together.
- 2) Please note that we will only translate what is on the page. We will not add or omit any information. Should you need to make edits to the original English document after we have created the translation, please let us know so we can update the Spanish version as well.
- 3) Once we send back any translated material please do not make any edits to the translated version. Should you suspect something is not properly translated, please reach out to us to look over the translation and fix any necessary verbiage.

Spanish Community Center

Name of Organization

Name of Organization

Print Name

Print Name

Signature

Date

Signature

Date